

Inquiry Regarding Public Service Job Offer

John Doe
123 Main Street
City, State, ZIP Code
Email: johndoe@example.com
Phone: (123) 456-7890
Date: [Insert Date]

Hiring Manager
[Agency or Department Name]
[Agency Address Line 1]
[Agency Address Line 2]
City, State, ZIP Code

Dear Hiring Manager,

I hope this message finds you well. I am writing to inquire about the recent job offer for the [Job Title] position in the [Department/Agency Name] that I applied for on [Application Date]. I am very enthusiastic about the possibility of joining your team and would like to confirm the status of my application.

If possible, I would appreciate any updates on the hiring timeline and any next steps I should anticipate. Thank you for considering my application. I look forward to your response.

Sincerely,
John Doe